Savings Bonds

Workforce Readiness Package

As of 07 JAN 2008

- Overview
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- The purpose of this package is to inform managers and the Army Community of the changes that will occur as a result of DIMHRS implementation, specifically it will:
  - Provide guidance to help prepare organizations for DIMHRS implementation
  - Address all functions of processing savings bond deductions
- Key DIMHRS savings bond functions:
  - Self service capability to record savings bond deductions and purchases

Key Terms

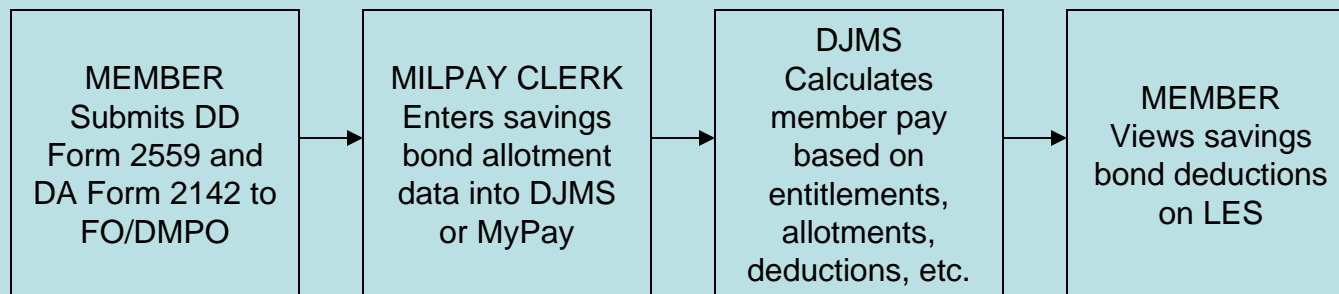| As-Is	To-Be
S1/MPD (Military Personnel Division)/Unit Administrator	HR Specialist: a generic role to encompass all Personnel Specialists interacting with Member records in the DIMHRS system.
Social Security Number (SSN)	National ID: used to capture other forms of ID associated with the Member. DIMHRS will use the National ID field to capture the Member's SSN. Multiple National IDs may be associated with the same Member.
	Employee ID: the unique identifier for Member data in DIMHRS. Data for a Member will be accessed using the EmplID rather than the SSN.
Pay Inquiry DA Form 2142	Action Request
Effective Date	Date of Requested Action (MM/DD/YYYY): the date the Member is requesting the Action to be effective. A current or future date which is used in determining eligibility for a requested action.

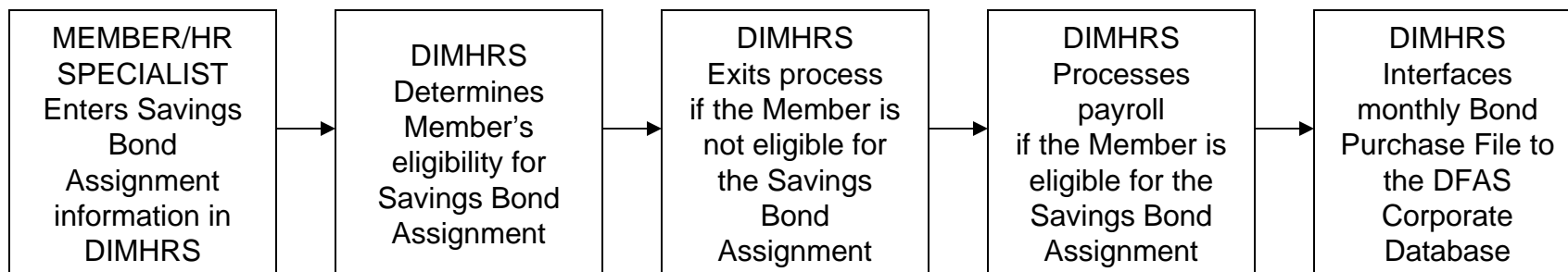| As-Is Process	To-Be Process
Member completes a Savings Bond Allotment Authorization (DD Form 2559) and submits it to FO/DMPO with Pay Inquiry (DA Form 2142) or with unit transmittal memorandum (UTM) or initiates/changes savings bond allotment in MyPay. Member must submit written request through FO/DMPO to stop a savings bond allotment.	The Member (or HR Specialist on behalf of Member) elects to start/stop/change savings bond assignment information in DIMHRS. Note: The HR Specialist must receive appropriate documentation from the member before recording savings bond assignment information on behalf of the Member.
MILPAY clerk inputs savings bond allotment data into DJMS or MyPay automatically interfaces with DJMS.	DIMHRS automatically determines Member eligibility for the savings bond assignment. DIMHRS notifies Members not eligible for the savings bond assignment (or the HR Specialist on the Members' behalf) via workflow.
DJMS calculates Member pay based upon entitlements, allotments, deductions, etc. A savings bond cannot be purchased in any month that there is insufficient pay due.	DIMHRS calculates and processes payroll for eligible members.
The Member can view savings bond deductions that start/stop/change, based on regulatory guideline processes, on their LES.	The Member may view his savings bond assignment through Member Self Service in DIMHRS.

Process Flowchart

As-Is Process

| MEMBER Submits DD Form 2559 and DA Form 2142 to FO/DMPO | → | MILPAY CLERK Enters savings bond allotment data into DJMS or MyPay | → | DJMS Calculates member pay based on entitlements, allotments, deductions, etc. | → | MEMBER Views savings bond deductions on LES |

To-Be Process

| MEMBER/HR SPECIALIST Enters Savings Bond Assignment information in DIMHRS | → | DIMHRS Determines Member's eligibility for Savings Bond Assignment | → | DIMHRS Exits process if the Member is not eligible for the Savings Bond Assignment | → | DIMHRS Processes payroll if the Member is eligible for the Savings Bond Assignment | → | DIMHRS Interfaces monthly Bond Purchase File to the DFAS Corporate Database |

Savings Bond Assignment

Savings Bond Assignment USA

An HR Specialist may start, modify or stop a Savings Bond Allotment on behalf of a Member. To start an assignment, the HR Specialist assigns a Bond Number, the Begin Date and Process Order.

Employee ID: 00000000072   **Name:** ROBERT TRAQUAIR   Empl Rcd Nbr: 0

Savings Bond Types   Find | View All   First ◄ 1 of 1 ► Last

*Bond Number: 123   *Savings Bond ID: EE100-   EE $100-1 , Deduct Amt : 50.00 , # of Month : 1

Savings Bond Details   Find | View All   First ◄ 1 of 1 ► Last

*Begin Date: 12/01/2007   End Date:

Process Order: 1

Bond Amount: 50.00   **Goal Amount:**   Currency

To stop an assignment, the HR Specialist records the end date on which the Savings Bond Allotment will be stopped. Any amounts previously deducted towards the purchase of the Bond will be refunded to the Member in the next pay calculation.

Bond Owner

*Bond Owner Type: Employee

Other Registrant

*Registrant Type: None

Delivery Address

☑ Same Address as Employee

Address Type: HOME
Country: USA   United States
Address: 12011 Lake Meade CT
Reston, VA 22102

The HR Specialist may only modify the owner, beneficiary and mailing instructions for the Bond.

► Other Overrides

Save   Return to Search   Previous in List   Next in List

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Defense Integrated Military Human Resources System 7

A Member may view, start, stop or modify his savings bond assignments through Member Self Service in DIMHRS.

Channel Console   Add to Favorites   Sign out

New Window | Help | http

Savings Bond Specification

EmplID: 00000000072 ROBERT TRAQUAIR

You may elect to Purchase, Change or Stop Savings Bonds Allotments from your pay. To create a new Savings Bond Allotment, click the + (add) button and select from the predefined list of Bond Types, Bond Deduction Amounts and Number of Months to Purchase Bond. Click the Purchase/Change pushbutton to continue. You must then select a Begin Date and the Priority in which this bond should be processed. You can also assign bond ownership and beneficiary information. To Change an existing Savings Bond Allotment, click the Purchase/Change pushbutton to modify the priority, bond owner or beneficiary information. To Stop a Savings Bond Allotment, click the Stop Bond pushbutton and enter the date you want the Savings Bond Allotment to stop.

To start an assignment, the Member clicks the "+" symbol and selects the Denomination, Bond Number and Process Order.

To stop the assignment, the member clicks the "Stop Bond" pushbutton and records the end date on which the Savings Bond Allotment will be stopped.

Savings Bond Info						First ◄ ► Last
*Denomination	*Bond Number	Description	Process Order	Purchase/Change	Stop Bond	
EE100-1	123	EE $100-1 , Deduct Amt : 50.00 , # of Month : 1	1	Purchase/Change	Stop Bond	+
EE1K-2 🔍	125	EE $1K-2 , Deduct Amt : 250.00 , # of Month : 2	2	Purchase/Change	Stop Bond	+

To modify the assignment, the Member clicks the "Purchase/Change" pushbutton and may only modify the owner, beneficiary and mailing instructions for the Bond

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Employee ID: 00000000072 **Name:**

The Member enters the begin date, priority, owner and beneficiary information for the Savings Bond assignment.

Select a Begin Date and the Priority in which [...] ormation. Click the Edit Address button to change beneficiary address.

Savings Bond Types

Denomination: EE1[...] **Bond Number:** 125 **Description** EE $1K-2 , Deduct Amt : 250.00 , # of Month : 2

Saving Bond   View All   First

	*Begin Date	End Date	*Process Order	*Bond Amount	Currency Code	*Bond Owner Type	Owner Dependent	Name	*Registrant Type	*Registrant	Dependent	Name
1	[calendar]		2	250.00	USD	Employee ▾	[search]		None ▾	Employee ▾	[search]	

Delivery Address

Name

☐ **Same Address as Employee**

The Member records the mailing or safekeeping instructions for the Savings Bond assignment.

☐ **Safekeeping**

Country: USA 🔍 United States

Address:

Edit Address

Submit

Once submitted, DIMHRS determines the Member's eligibility to record the allotment. If the Member is eligible, the allotment will be saved. If the Member is not eligible, DIMHRS will display the reason for ineligibility and not allow the allotment to be saved.

Return to Savings Bond Specification Page

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Key Players

Key Player	DIMHRS System Role	Responsibilities	Type of Training
Member	◆ Employee Self Service	◆ Records Savings Bond Information in DIMHRS	◆ Lesson L0504 (Distance Learning Training)
HR Specialist	◆ Payroll Savings Bond Administrator	◆ Records Savings Bond Information in DIMHRS on behalf of the Member	◆ Lesson L0504 (Distance Learning Training)

Systems (Interface or Subsumed)

System Involved	As-Is	To-Be
MyPay	Self service application used to view, print, and update pay information (interfaces with DJMS)	Subsumed (Military Only)
DJMS	Used to process pay	Subsumed

*Note: DIMHRS will only subsume the personnel and pay functions of the systems cited above.

- Proponents to update policy to reflect impact of DIMHRS savings bond functionality:

  - AR 37-104-4 Military Pay and Allowances Policy

  - Form not in DIMHRS

    - DD Form 2559 (Savings Bond Allotment Authorization)

- DIMHRS is a single integrated system that determines the Member's eligibility for savings bonds

- The Member is notified via email of the savings bond transaction status

- If the Member reaches the maximum amount, or if funds are not available, DIMHRS will immediately inform the Member of the reason for the rejection

- DIMHRS allows the HR Specialist, at the Unit level, to directly input the savings bond on behalf of the Member

- DIMHRS allows RC Members, on active duty over 180 days, to purchase savings bonds via payroll deduction

- Who will maintain the safekeeping of bonds?
  - DFAS will maintain a record of savings bonds.
- If a Member separates or retires, what will happen to the savings bonds held in safekeeping?
  - Once it is determined that a Member has separated or is retired, DFAS will mail any hard copy bonds that were held in safekeeping to the separation address on the MMPA or based on a request by the Member to have them mail to a designated address.

- If a Member separates, what happens to partially funded savings bond?

  - The Member's duty status will prompt an automatic refund of partially purchased savings bonds. DIMHRS will also calculate and process a refund if a Member stops a savings bond or exceeds the maximum purchase limit.